

XYZ Airport
Runway Safety Action Plan
Month, Day, Year

On *Month/Day/Year*, the FAA Office of Runway Safety & Operational Services, Western-Pacific Region (AWP-1R), visited XYZ Airport. During the visit, the team met with airport and air traffic management for the purpose of generating a Runway Safety Action Plan (RSAP) for the airport.

Note: Please see the “Document Explanation and Response Procedure” link on the Runway Safety Program Page for a full explanation of action items, status, etc.

The following individuals were among those in attendance at the meetings:

List of attendees

The following is a list of new action items developed in cooperation with airport and air traffic management.

Action Item No:	XYZ-05-001
Estimated Completion Date:	11/30/2007
Status:	Open

Action Item: Recommend the airport develop a formal driver training program.

Remarks: Consider a multi-tiered program that would provide authorization to different portions of the airport, i.e. specific ramp areas, hangar areas, runways, and taxiways. Also to be considered is a set of rules and regulations, with consequences for non-compliance.

Update: 12/5/2005: Letter received from *Name* stating that the driver training program is 75% complete. It should be complete and implemented in 3 months.

Responsible Local Entity

XYZ Airport Manager

Contact

Name

Note: Responsible Local Entity is the local person that one would go to as a contact for this item.

Responsible FAA Regional Entity

Airports Certification Inspector

Contact

Name

Note: This is the regional representative from the FAA that should be contacted regarding questions/comments on this item.

Action Item No:	XYZ-05-002
Estimated Completion Date:	1/30/2006
Status:	Complete

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Action Item: Recommend the Local Runway Safety Action Team (LRSAT) determine the placement of a non-movement area marking throughout the airport as appropriate. Reference Advisory Circular (AC) 150-5340-1H. Any changes to the movement areas should be reflected in the Non-movement Area Letter of Agreement.

Responsible Local Entity

XYZ Air Traffic Manager

Contact*Name***Responsible FAA Regional Entity**

Airports Certification Inspector

Contact*Name***Action Item No:****XYZ-05-003****Estimated Completion Date:****1/30/2006****Status:****Closed**

Action Item: Recommend the Airport construct an all weather service road connecting the south and north sides of the airport.

Responsible Local Entity

XYZ Airport Manager

Contact*Name***Responsible FAA Regional Entity**

Airports Certification Inspector

Contact*Name***Action Item No:****XYZ-05-004****Estimated Completion Date:****1/30/2006****Status:****Continuous**

Action Item: Recommend the airport coordinate with Air Traffic and the ADO to conduct a thorough line of sight study prior to any future construction of buildings on the airport.

Responsible Local Entity

XYZ Airport Manager

Contact*Name***Responsible FAA Regional Entity**

Airports Certification Inspector

Contact*Name*